

**HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON**
FORT SAM HOUSTON, TEXAS 78234-5014



BULLETIN

THIS PUBLICATION IS VALID FOR 90 DAYS
SPONSORS ARE RESPONSIBLE FOR KEEPING THEIR FAMILY MEMBERS INFORMED



BULLETIN 02

12 Jan 06

Section I. OFFICIAL

1. Official notices in this bulletin are orders of the command.
2. **DETAILS:** The units listed herein are scheduled for Casualty Notification Officer (CNO) duty on the dates indicated.

CASUALTY NOTIFICATION:

1 Dec 05 to 31 Jan 06 - BAMC

SPECIAL INSTRUCTIONS: Directors/staff section chiefs/commanders will ensure their affected soldiers are notified of changes. The CNO (formerly called Personnel Notification Officer (PNO)) is required to report to the Transition Point, Bldg 2267, on Wed for a briefing prior to going on detail. All SFCs through MAJ are required to notify the Duty Roster Custodian 15 days prior to departing on leave or TDY and 30 days prior to PCS, retirement, or ETS. Personnel scheduled for CNO duty are required to possess a Defensive Driving Course Card and a valid military/civilian driver's permit in order to operate military vehicles in the performance of their duty. Any questions pertaining to these instructions, please contact the Casualty Affairs Office during duty hours, 1-0051/1780. After duty hours contact the AMEDDC&S & FSH Staff Duty, Bldg 367, 1-2810.

3. FSH EQUAL OPPORTUNITY/SEXUAL & HARASSMENT HOTLINE TELEPHONE NUMBER: The AMEDDC&S & FSH Equal Opportunity/Sexual Harassment Hotline number is 5-0647 or DSN 421-0647. The purpose of the hotline is to provide procedural information on the filing of equal opportunity or sexual harassment complaints. The hotline is operational 24 hours a day. Callers may also contact the AMEDDC&S & FSH Equal Opportunity Office at 1-9276, DSN 471-9276, or by fax number 1-1322. The POC is EEO at 1-9276. (MCCS-BEO/1-9276)

4. AUTOMATED OUT-PROCESSING SYSTEM: The Automated Out-Processing System was established to decrease the clearing time and limit soldiers to clearing only those areas they have utilized during their tenure at FSH. Soldiers have a requirement to physically visit or call the Personnel Services at 1-9274, 35 days prior to departure, to schedule their initial appointment (which starts the process working). Soldiers will receive DA Form 137-R, Installation Clearance Record, at their initial briefing. The point of contact is Mr. Agosto, 5-8809. (IMSW-SMH-HRM-H/5-8809)

ARMY COMMUNITY OF EXCELLENCE-----MAKE IT A WAY OF LIFE

AMEDDC&S & FSH BULLETIN 02, Fort Sam Houston, 12 Jan 06

5. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT: All commanders and supervisors are required by DOD 5500.7-R Joint Ethics Regulation (JER) to review the job duties of each employee (military or civilian) newly assigned or detailed to a **"covered position"** and promptly report the name of the employee to the Ethics Counselor, Office of the Staff Judge Advocate, AMEDDC&S & FSH, ATTN: MCCS-BJA-AL. That employee is required to file a New Entrant Confidential Financial Disclosure Report (OGE Form 450) within thirty days of assuming his or her position. An employee occupies a **"covered position"** when the official responsibilities of the employee require them to participate personally and substantially through decision or exercise of significant judgment in taking official action for contracting or procurement; administering or monitoring grants, subsidies, licenses or other Federally conferred financial or operational benefits; regulating or auditing any non-federal entity; or other activities in which the final decision or action may have a direct and substantial economic impact on the interests of any non-Federal entity. An employee is also required to file an OGE Form 450 when the commander/supervisor determines that the duties and responsibilities of the position require the employee to file such a report to avoid an actual or apparent conflict of interests and to carry out the purpose of any statute, Executive Order, or regulation applicable to or administered by that reporting individual. On notification, the Ethics Counselor will contact the employee and assist him/her in obtaining, completing, and filing the OGE 450. The POC is the Ethics Counselor at 1-2373/0485. (MCCS-BJA-AL/1-2373/0485)

6. ANTITERRORISM AWARENESS – TRAVEL OUTSIDE THE U.S.

AR 525-13 mandates that military personnel and DOD civilians traveling outside the 50 United States, its territories and possessions (to include on leave, pass, or temporary duty) receive:

- a destination country update within two months of travel and
- Antiterrorism Awareness Training (Level 1) within 12 months of travel.

For more information, contact your unit Antiterrorism Advisor or the FSH Antiterrorism Office at 295-0535/295-0509.

7. CUSTOMER NOTIFICATION (100% AMMUNITION INVENTORY): The Fort Sam Houston Ammunition Supply Point (ASP) will be closed on the dates listed below to conduct a 100% inventory. Emergency requests should be brought to the attention of Ms. Vanessa C. Alford, work 210-221-1065, cell 210-669-5173.

Ammunition Inventory Dates:

27-31 Mar 06

26-30 Jun 06

11-15 Sep 06

8. LEVEL 1 SUBVERSION AND ESPIONAGE DIRECTED AGAINST THE U.S. ARMY (SAEDA) TRAINING: IAW Army Regulation 380-5, Department of the Army Information Security Program and Army Regulation 381-12, SAEDA, all Department of the Army (DA) personnel, military, and civilian, regardless of clearance and/or access level held will receive SAEDA training at least biennially. The new scheduled dates for the Level 1 SAEDA Training for the new year are listed as follows. Scheduled dates are subject to change due to availability of instructor or mission requirements. All training will last approximately 2.5 hours. Training will be held in Blesse Auditorium (building 2841). The purpose of publishing this schedule is to allow DOD personnel to arrange their work or personal schedules in order to attend one of the SAEDA Sessions. The Army

AMEDDC&S & FSH BULLETIN 02, Fort Sam Houston, 12 Jan 06

Medical Department Center and School Security Office will be offering this training on the following dates:

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Day</u>	<u>Location</u>
8 February 06	0900 hrs	1030 hrs	Wednesday	Blesse Auditorium
14 June 06	0900 hrs	1030 hrs	Wednesday	Blesse Auditorium

For more information please contact Mr. Elbert Lewis 1-8200/8106, SFC Kelley 1-8569/8199, or SFC Larvins 1-3227 (32d MED BDE) at the AMEDDC&S Security office, Room 026/113.

9. FORT SAM HOUSTON NEWCOMERS' EXTRAVAGANZA: ATTENTION NEWCOMERS:

MANDATORY Newcomers' Extravaganza for all permanent party in-processing soldiers, LTC and below, within 60 days of their arrival. The next Newcomers' Extravaganza is schedule at **0930-1100** on 31 JANUARY 2006 at the **SAM HOUSTON CLUB, BLDG 1395 CHAFFEE ROAD**.

Everyone--soldiers, civilians, and family members--will have an opportunity to learn about Fort Sam Houston and San Antonio and participate in drawings, registrations, and social activities. This Extravaganza is the official "Newcomers' Orientation" for Fort Sam Houston. Commanders and supervisors are encouraged to allow soldiers and civilian employees administrative time to attend. Children are welcome at the Extravaganza.

For additional information, call the Army Community Service Relocation Assistance Program at 221-2705/2418.(1/3)

10. A TAX LAW PRIMER: by the Fort Sam Houston Tax Assistance Center.

The word "taxes" inspires fear and frustration for many. This article offers a simple overview of federal and state income taxation to help you better understand the process and relieve some of your fears. You may also visit the Tax Assistance Center (or the IRS website at www.irs.gov), located at the 1st Legal Support Organization, Bldg. 133, on Liscum Road to learn more about your particular tax situation. The Tax Assistance Center will celebrate its grand opening 18 January 2006 at 11:00 and will remain open until 15 April 2006.

The United States System of Federal Income Taxation

The first thing taxpayers should understand about their federal income tax is what is called the graduated method. For most people, their greatest tax burden is their federal income tax. The United States has six tax brackets: 10%, 15%, 25%, 28%, 33%, and 35%.

The rate at which income is assessed is based upon two factors: (1) the taxpayer's filing status and (2) the amount of the taxpayer's "taxable income." A taxpayer's filing status (Single, Married Filing Jointly, Married Filing Separately, Head of Household, or Qualifying Widower) is generally determined by examining the taxpayer's relationship with others. A taxpayer's taxable income is measured by adding up the taxable sources of income (e.g., wages, capital gains, interest earned, business income, etc.) and subtracting certain adjustments (e.g., alimony paid, contributions to IRA's, student loan interest payments), exemptions (based upon age, blindness, and filing status), and deductions (based on dependency).

If you are a single taxpayer (i.e., "filing Single"), your taxable income, up to \$7,300, will be taxed at a rate of 10%. Taxable income between \$7,300 and \$29,050 will be taxed at a rate of 15%. Similarly, taxation at the rate of 25% is imposed on taxable income between \$29,051 and

AMEDDC&S & FSH BULLETIN 02, Fort Sam Houston, 12 Jan 06

\$71,950. To illustrate, a single taxpayer with a taxable income of \$5,000 will have to account for \$500 in federal income tax, as the taxable income falls entirely within the 10% tax bracket. If the same taxpayer made \$32,000, the first \$7,300 will be taxed at the 10% rate, the second \$21,750 will be taxed at the 15% rate, and the remaining \$2,950 will be taxed at the 25% rate. In this case, the taxpayer would have to account for approximately \$4,665 in federal income tax.

If you are married and you are filing a joint tax return with your spouse, your taxable income, up to \$14,600, will be taxed at a rate of 10%, as well. Taxable income between \$14,601 and \$59,400 will be taxed at a rate of 15%, and taxable income between \$59,400 and \$119,950 will be taxed at a rate of 25%. For example, if a married couple files a joint return and their combined taxable income is \$50,000, the first \$14,600 of their income will be taxed at the 10% rate. The remaining \$35,400 will be taxed at a rate of 15%. Therefore, they would be liable for approximately \$6,040 in federal income tax.

UNDERSTANDING STATE TAX LAW

If you are lucky enough to be a resident of Texas, Alaska, Florida, Nevada, Utah, Washington, and Wyoming you do not pay state income tax. How do you know if you are a resident of one of those states that has no income tax? This assessment can be especially difficult for servicemembers who move around a lot.

If you are on active duty in the military, you are likely still a resident of the state you lived in when you joined up, unless you took certain steps to change your residency. This is because federal law allows you to retain the residency you had when you entered the service even though you are not stationed in that state. If you decide to change your legal residence, however, you should record that change by filling out a DD Form 2058.

To complicate matters further, civilian spouses that find local employment at each duty station you PCS to may be considered residents, part-year residents, or non-residents depending on various state specific circumstances.

If you have questions about your legal residence or filing your income tax returns, please stop by the Fort Sam Houston Tax Assistance Center or call 295-1040/295-0061. In addition, readers are encouraged to submit questions they have about tax law by writing a letter to the News Leader. Such letters may be used in future articles. Happy Tax Season!

**FOR THE COMMANDER:
HQ AMEDDC&S & FSH
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**OFFICIAL:
EARNEST C. BRIDGES
Chief, Human Resources and Administration**

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